

**ALBERT WISNER PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**(In-person at the Library)**  
**February 27, 2024 @ 7:00 PM**

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**Minutes**

**PRESENT:** Board Members Mark Damia, Regina Wittosch, Nora Aman-Gurvich, Mary Berrigan and Barbara Johansen

**Director:** Lisa Laico

**Recording Secretary:** Siobhan O’Riordan

**Members of the Public:** None.

**Absent:** Colleen Larsen, Wayne Rossi and TAB

**I. Meeting called to order by Mark Damia at 7:02 pm**

**II. Pledge of Allegiance.**

**III. Review/Revise Agenda: None**

**IV. Public Comment: None.**

**V. Fiscal Reports:**

A. **FY 2023 – 2024 Balance Sheets:** Reviewed by the Board.

B. **FY 2023 – 2024 P&L:** Reviewed by the Board.

C. Finance Committee member Regina Wittosch recommended that the Board consider a motion to approve Warrant #677 (General Fund); Mary Berrigan seconded the recommendation.

**Motion to Approve Warrant #677 (General Fund):**

Regina Wittosch made a motion to approve Warrant #677; Nora Aman-Gurvich seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Nora Aman-Gurvich – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

D. **Budget Amendments:**

Regina Wittosch of the Finance Committee recommended that the Board consider a motion to approve the following budget amendment; Nora Aman-Gurvich seconded the recommendation.

a. *Increase budget for 4091 Foundation Reimbursements by \$240 to \$31,616.06, and increase budget for 5130-01 Foundation Publicity by \$240 to total \$6,020.00. This expense has been previously approved by the Foundation Treasurer.*

**Motion to approve the recommended budget amendments.**

Regina Wittosch made a motion to approve Warrant #677; Nora Aman-Gurvich seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Nora Aman-Gurvich – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

E. Library Expense to be reimbursed by the Library Foundation. None.

F. Debit Card Vendor Approvals: None.

G. Minutes of 1/23/2024 Regular Monthly Meeting:

Nora Aman-Gurvich recommended that the Board consider a motion to approve the minutes of the 1/23/24 regular monthly meeting; Barbara Johansen seconded the recommendation.

**Motion to approve minutes of the January 23, 2024 Regular Monthly Meeting**

Regina Wittosch made a motion to approve the minutes of the 1/23/24 meeting; Mary Berrigan seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Nora Aman-Gurvich – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

**VI. New Business:**

a. Renewal of Annual Elevator Maintenance Contract:

Finance Committee member Nora Aman-Gurvich recommends that the Board consider a motion to approve renewal of the Library's annual elevator maintenance contract with TK Elevator Corporation (\$3,386.35); Regina Wittosch seconded the recommendation.

**Motion to renew Annual Elevator Maintenance Contract:**

Regina Wittosch made a motion to approve the contract; Barbara Johansen seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Nora Aman-Gurvich – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

b. Renewal of Annual HVAC Equipment Maintenance/Service Contract:

Finance Committee member Nora Aman-Gurvich recommends that the Board consider a motion to approve renewal of the Library's annual maintenance contract with Ashley Mechanical for annual inspection and maintenance of the HVAC equipment (\$10,440.00). Mary Berrigan seconded the recommendation.

**Motion to renew Annual HVAC Equipment Maintenance/Service Contract:**

Regina Wittosch made a motion to renew the contract; Mary Berrigan seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Nora Aman-Gurvich – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

c. Replacement of Self-Checkout Machines/Receipt Printers:

Regina Wittosch of the Finance Committee recommends that the Board consider a motion to approve replacement of the Library's two self-checkout machines and associated two receipt printers at a cost of \$7,368.86. Nora Aman-Gurvich seconded the recommendation.

**Motion to Approve Replacement of Self-Checkout Machines/Receipt Printers**

Regina Wittosch made a motion to approve the replacement; Barbara Johansen seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Nora Aman-Gurvich – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

d. Approval of Purchase of Large-Format Scanner for Public Use:

Regina Wittosch of the Finance Committee recommends that the Board consider a motion to approve the purchase of a large-format Scann-X Touch Screen book and document scanner for use by patrons at a cost of \$5,949.00; Mary Berrigan seconded the recommendation.

**Motion to Approve Purchase of Large-Format Scanner**

Barbara Johansen made a motion to approve the purchase; Regina Wittosch seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Nora Aman-Gurvich – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

VII. **Old Business:** 2024 Library Tax Levy and Trustee Vote.

Mark Damia of the Executive Committee recommends that the Board consider a motion to move the date of the 2024 tax levy and Trustee vote to May 7, and to move the date of the public information session to Tuesday, April 23 at 6:30pm; Regina Wittosch seconded the recommendation.

**Motion to approve changing the dates of both the public information session and the 2024 annual tax levy and Trustee vote**

Nora Aman-Gurvich made a motion to approve the date change; Mary Berrigan seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Nora Aman-Gurvich – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

VIII. **Board Committee Reports:**

A. Executive Committee: Mark Damia and Nora Aman-Gurvich

Review and Motion to Approve the 2023 NYS Annual Report for Public and Association Libraries.

Nora Aman-Gurvich recommended that the Board consider a motion to approve the Library's 2023 New York State Annual Report; Barbara Johansen seconded the recommendation.

**Motion to Approve the 2023 NYS Annual Report for Public and Association Libraries**

Mary Berrigan made a motion to approve the 2023 NYS Annual Report; Barbara Johansen seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Nora Aman-Gurvich – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

**B. Building & Grounds - Regina Wittosch**

- a. Regina Wittosch suggested new directional signs for the parking lot.
- b. The Warwick Valley Gardeners to donate a tree to the Library on April 26 (Arbor Day); Board selected tree species.

**C. Community Relations – None.**

**D. Financial - Regina Wittosch – None.**

**E. Personnel Committee – Mary Berrigan.**

Review of Personnel Report in Executive Session.

**IX. FOL - Colleen Larsen. None.**

**X. Director's Report: Reviewed.**

**XI.** Personnel Committee member Mary Berrigan recommended that the Board consider a motion to go into Executive Session to discuss the Personnel Report; Regina Wittosch seconded the recommendation.

**Motion to move into Executive Session:** Mary Berrigan made a motion to go into Executive Session; Regina Wittosch seconded it. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Nora Aman-Gurvich – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

**XII. Executive Session:**

A. Review of Personnel Report.

**Barbara Johansen made a motion to come out of Executive Session;** Mary Berrigan seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Nora Aman-Gurvich – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

***Upon reconvening to regular meeting:***

B. Mary Berrigan recommended that the Board consider a motion to approve the January 2024 personnel report; Nora Aman-Gurvich seconded the recommendation.

**Motion to approve January 2024 Personnel Report:**

Barbara Johansen made a motion to approve the January 2024 personnel report; Mary Berrigan seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes;

Nora Aman-Gurvich – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

**XIII. Adjournment:**

**A motion to adjourn** the meeting at 8:37 p.m. was made by Regina Wittosch; Barbara Johansen seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Nora Aman-Gurvich – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

**Motions:**

1. To approve Warrant #677.
2. To approve recommended budget amendments.
3. To approve minutes of 1/23/24 Regular Board Meeting.
4. To renew Annual Elevator Maintenance contract.
5. To renew Annual HVAC Equipment Maintenance/Service contract.
6. To approve replacement of self-checkout machines/receipt printers.
7. To approve purchase of large-format scanner.
8. To move into Executive Session.
9. To approve January 2024 Personnel Report.
10. To adjourn.

**XV. Date & Time for Upcoming Meeting:**

- Regular monthly meeting to be held on Tuesday, March 26, 2024, 7:00pm @ AWPL.

Recorded by Siobhan O’Riordan February 27, 2024 and submitted March 6, 2024.